

**METROPOLITAN AREA BUILDING & CONSTRUCTION DEPARTMENT  
(MABCD)**

**Board of Mechanical Appeals**

**Wednesday, January 16<sup>th</sup>, 2013**

**City Council Chambers - City Hall – 1<sup>st</sup> Floor**

**455 N Main**

**9:00 a.m.**

**Agenda**

- Have all appointees sworn in
- Introduce MABCD staff and contacts
- Provide important information regarding the Kansas Open Meetings Act
- Give a brief overview of Parliamentary Procedure for Board meetings
- Give a brief overview of the Board's functionality
- Elect the Chair and Vice Chair for the Board
- Schedule a meeting date/time for January Board business
- Establish permanent meeting time and location for Board meetings
- Address other pertinent issues as needed